

***Superior Court of the State of California
County of Trinity***

**DEPUTY MARSHAL
(COURTHOUSE SECURITY)
Part-Time Position (20-24 hours per week)**

DEFINITION:

Under general supervision, to provide security for Courthouse personnel and the public who use the Courthouse. This Deputy Marshal position will primarily be assigned to the Court Street Security Weapons Screening Station, screening all individuals entering the building. This Deputy may also be trained to perform as Bailiff for courts; serving civil documents and warrants of arrest issued by the court; to perform related work as required to expedite the business of the court or the Marshal's Office; and to perform general law enforcement duties as may be required by any peace officer.

DISTINGUISHING CHARACTERISTICS:

Deputy Marshal:

This is a part-time perimeter security position. Employee may perform routine office and field work under supervision. Generally work is observed and reviewed both during performance and upon completion. Other job duties will be set forth only as directed by the Marshal.

SUPERVISION RECEIVED AND EXERCISED:

Direct supervision is received from the Marshal of the Trinity Superior Court, or a Deputy Marshal II upon delegation by the Marshal.

DESCRIPTION OF DUTIES-- *Duties may include, but are not limited to the following:*

The primary duty of this position will be to provide law enforcement presence and assistance at the Court Street Weapons Screening Station. Other duties may include the following tasks:

- Serve as Bailiff in the courts to preserve order in the courtroom;
- Carry out directions from the Judge in expediting court business;
- Prepare necessary reports and/or records as needed;
- Perform those duties as may be required of all peace officers and assist other law enforcement agencies when necessary.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of law enforcement;

- Search and seizure laws;
- Basic rules and regulations of the Marshal's office;
- Pertinent laws, court procedures, arrest and custody of prisoners, care and operations of firearms and other related law enforcement equipment.

Ability to:

- Demonstrate keen powers of observations and memory;
- Deal effectively, professionally and responsibly with the general public;
- Analyze situations accurately and adopt effective courses of action,
- Make arrests if necessary;
- Carry out the directions of the Judge in executing court business and maintain order in the court;
- Write clear and comprehensive reports;
- Use a typewriter and/or a PC with Windows operating system;
- Understand and carry out oral and written directions, regulations and departmental policies;
- Establish and maintain cooperative working relationships with fellow employees and the general public;
- Stand and work for long periods of time and remain alert during long periods of inactivity;
- Remain calm in threatening, combative and/or confrontational situations;
- Exercise good judgment in making decisions according to existing laws.

Experience and Education:

- One year of experience performing duties similar to that of a Deputy Marshal I/II or Deputy Sheriff I/II in the County of Trinity or any combination of experience and education sufficient to directly demonstrate possession and application of the required knowledge and abilities. Possession of a High school diploma and or its equivalent. Possession of a valid California Driver's license with an acceptable driving record. Possession of a Basic P.O.S.T. certificate.

Special Requirements:

- No felony convictions or firearm restrictions;
- A citizen of the United States or applied for citizenship one year prior to hire; and must be 21 yrs. of age.

FLSA: Exempt
Unrepresented
Salary Range: S 179

September 2009